

**SENIOR ADVISOR FOR SCIENCE & POLICY**  
**AD-0301**

**INTRODUCTION**

This position is located in the Office of the Administrator, Office of Policy (OP). The incumbent of this position will serve as the Senior Advisor for Science and Policy for the Office of Policy. OP supports EPA's mission by promoting innovation that achieves greater and more cost effective public health and environmental protection. The Office, in consultation with its different internal and external stakeholders and partners, supports and oversees the testing of new and innovative approaches to environmental protection and related policy changes. OP is the focal point for regulatory analyses, policy development and economic analyses necessary to support EPA's regulatory development process and changes in today's business conditions. In concert with other Agency Offices, OP has a lead role in building capacity for program evaluation and other program management tools at EPA as it pertains to assisting the Deputy Administrator in analyzing program effectiveness and promoting best practices and innovation. OP works across all of EPA's programs and regions.

**DUTIES AND RESPONSIBILITIES**

Works with the Associate Administrator for Policy to track rules, initiatives and other regulatory matters for follow-up.

Provides expert advice and guidance to the Associate Administrator concerning human and ecological risk assessment, and complex science policy issue. Serves as a recognized authority in the analysis and development of regulations, guidelines, methods, standards, science-based criteria, and studies that guide implementation of the national programs.

Provides policy and research analysis to the Administrator, Chief of Staff, and Associate Administrator for Policy, as requested. This work requires analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs and how policies effect these programs.

Meets with internal and external groups to convey the science basis (methods and policy) for proposed Agency actions.

Uses judgement and discretion to coordinate on matters pertaining to policies and economics that promote innovative approaches to protecting public health and the environment.

Uses a mastery of analytical and evaluative methods to identify advantages and

disadvantages risks, and benefit s associated with particular proposals; evaluates the various methods of implementing policy and program initiatives; and provides the Associate Administrator with authoritative analyses and recommendations.

Keeps informed of important developments affecting the legislation, policies, programs and operations of the policy innovation. Advises the Associate Administrator of significant observations and presents background information, personal opinions, and advice concerning areas of interest.

Performs additional responsibilities as needed.